- For future funding you should develop one tech plan that meet state technology planning guidelines and E-rate criteria. (http://www.cde.ca.gov/ls/et/rd/documents/edtechplan.pdf)
- Children's Internet Protection Act (CIPA) requirements
  - Undertaking actions: Reference the Form 486 instructions for guidance (http://www.sl.universalservice.org/form/)
  - In compliance
  - Waiver
  - Court rulings
    - **Schools – must still comply with CIPA**
    - Libraries – still need and Internet Safety Policy (see http://www.ala.org/cipa/)

- Procurement rules and options
  - Local District requirements
  - Public contract code - If state contracts are required (purchases for more than $61,200 require a 90-day purchasing cycle unless purchased through a state contract, per Public Contract Code Public Contracts Code 20111)
  - CMAS (is an option for local agencies, see reference materials on CD)
  - CALNET (see reference material on CD)
  - Make sure you understand issues related to multi-year contracts (e.g., buy-out, early termination, etc.)
- California Teleconnect Fund (CTF)
  - Apply for discounts for services eligible for CTF. The CTF application is available at http://www.cpuc.ca.gov/published/rulings/1622.htm
  - If you add telecommunication lines eligible for CTF after your initial CTF application, you need to re-apply for the new services
  - Stacking: Apply E-rate discounts first and then apply CTF discounts to the remainder.
- Filing the Form 470 Online

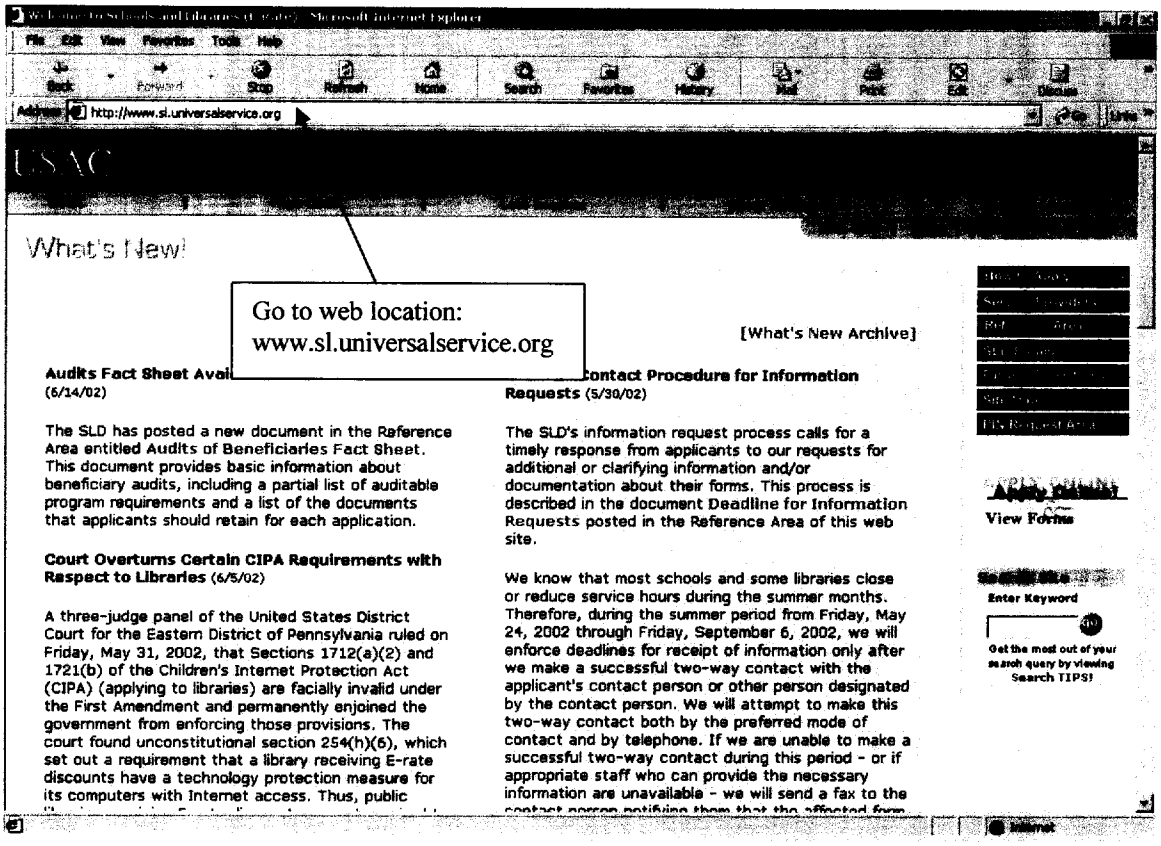
  - Online is recommended
  - Use electronic certification if applicable
    - Apply for a USER ID and PIN
    - Provide the name of a person whose signature appeared on a previous Form 470 or Form 486

- Changes to E-rate program year naming convention. The terminology that SLD uses for funding years under the Schools and Libraries Support Mechanism is changing. Funding years will now be designated by the calendar year in which they begin. Under the new terminology, Funding Year 1 becomes Funding Year 1998, Funding Year 2 becomes Funding Year 1999, and so on.

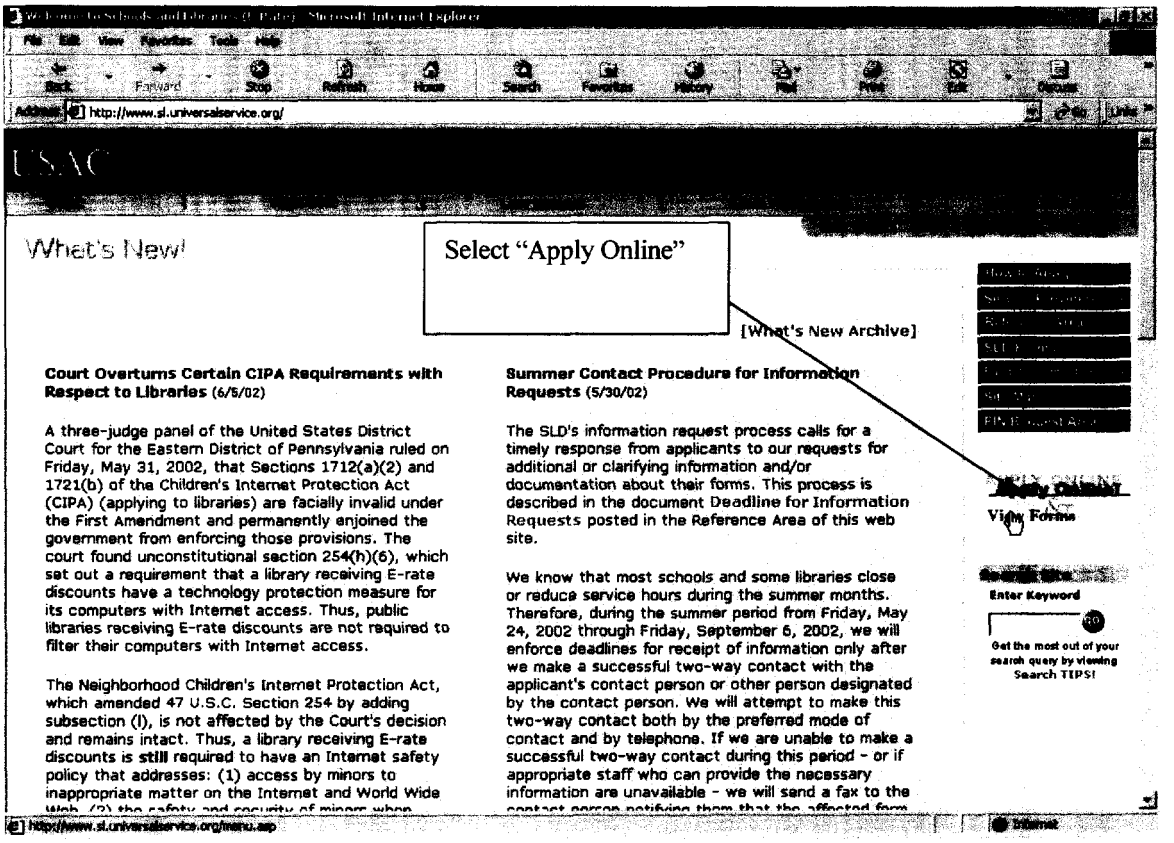
E-rate Year - Old	E-rate Year - New
Year 1	1998
Year 2	1999
Year 3	2000
Year 4	2001
Year 5	2002
Year 6	2003

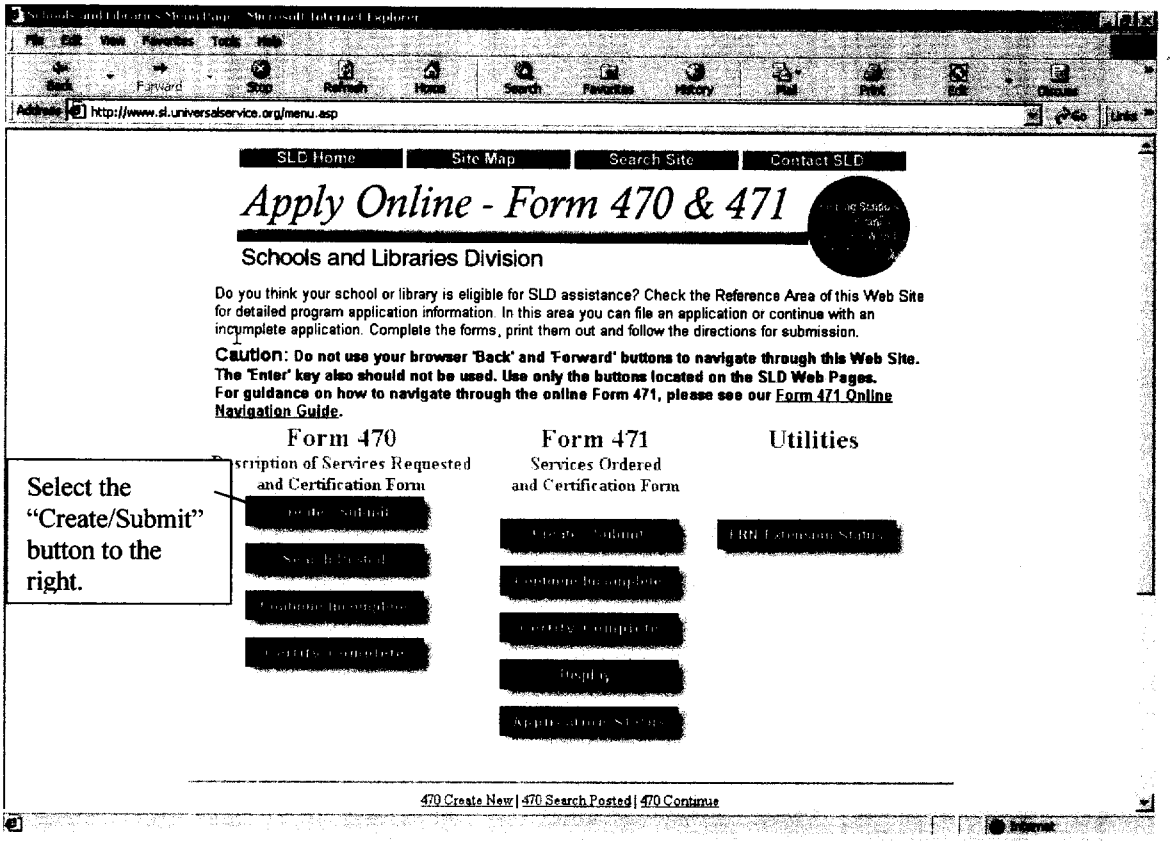
- Document everything related to E-rate - Start your E-rate documentation binder/file. NOW!

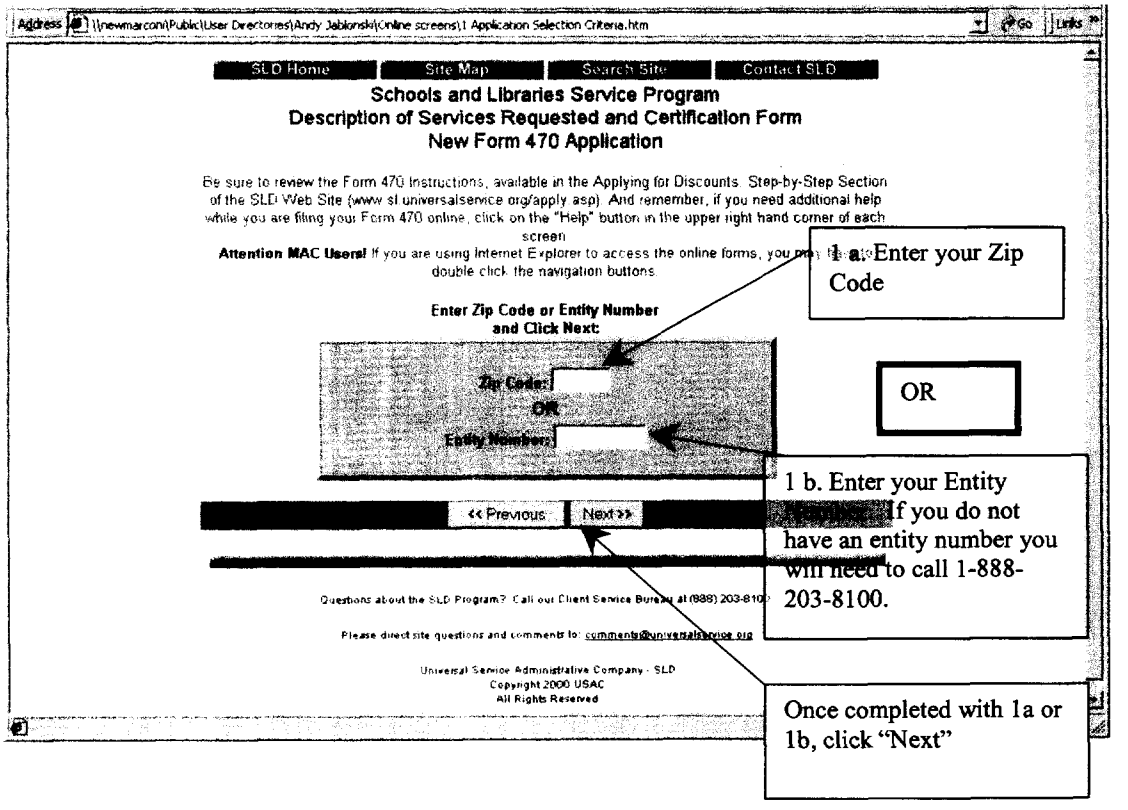
Submitting the Form 470 Online

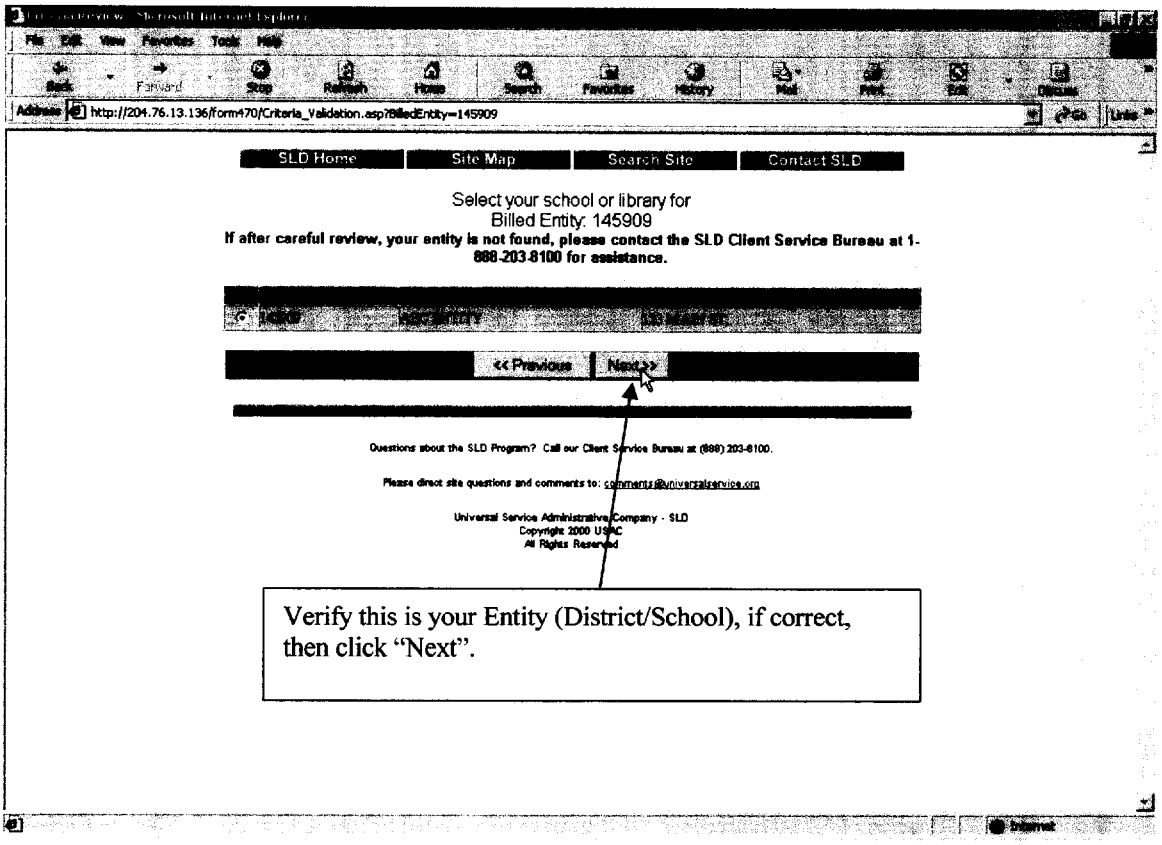


Print copies of all the screens you complete in the online of the Form 470

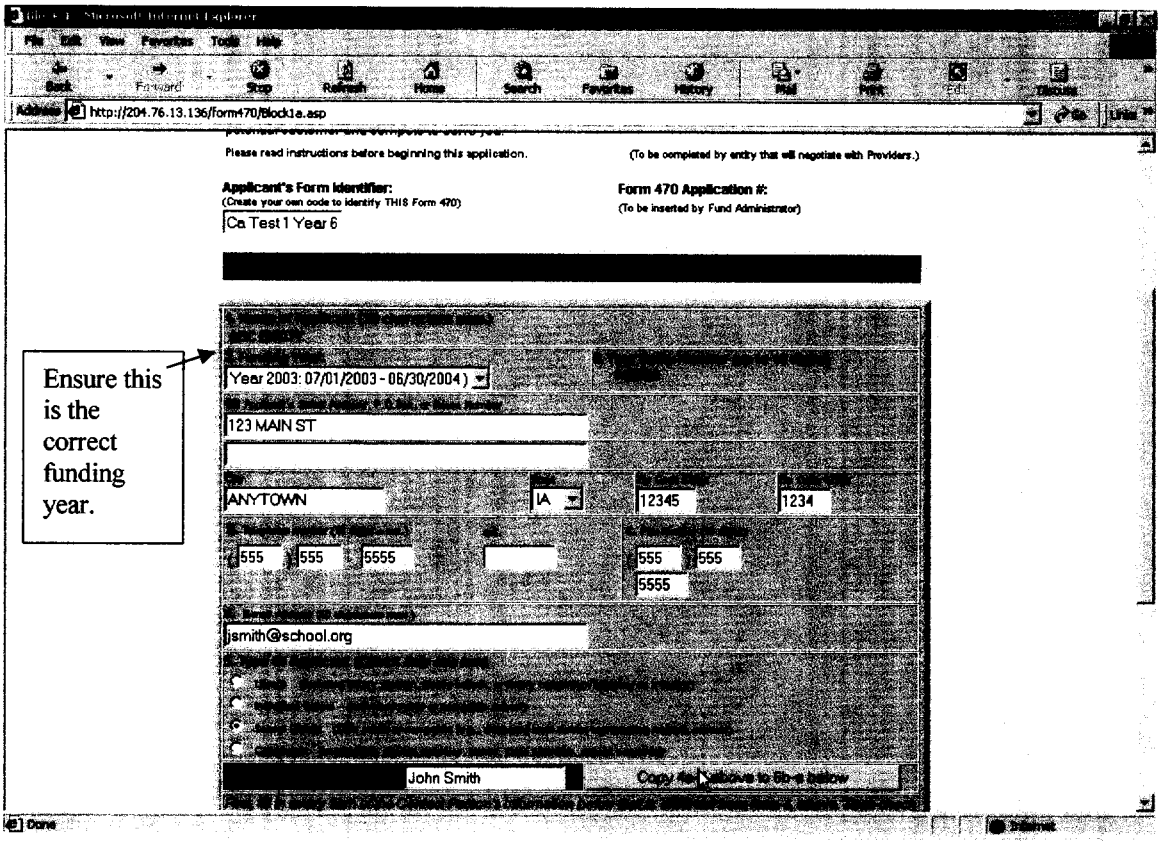

http://www.sl.universalservice.org/
USAC
What's New!
Select "Apply Online"
[What's New Archive]
Court Overturns Certain CIPA Requirements with Respect to Libraries (6/6/02)
A three-judge panel of the United States District Court for the Eastern District of Pennsylvania ruled on Friday, May 31, 2002, that Sections 1712(a)(2) and 1721(b) of the Children's Internet Protection Act (CIPA) (applying to libraries) are facially invalid under the First Amendment and permanently enjoined the government from enforcing those provisions. The court found unconstitutional section 254(h)(6), which set out a requirement that a library receiving E-rate discounts have a technology protection measure for its computers with Internet access. Thus, public libraries receiving E-rate discounts are not required to filter their computers with Internet access.
The Neighborhood Children's Internet Protection Act, which amended 47 U.S.C. Section 254 by adding subsection (l), is not affected by the Court's decision and remains intact. Thus, a library receiving E-rate discounts is still required to have an Internet safety policy that addresses: (1) access by minors to inappropriate matter on the Internet and World Wide
Summer Contact Procedure for Information Requests (5/30/02)
The SLD's information request process calls for a timely response from applicants to our requests for additional or clarifying information and/or documentation about their forms. This process is described in the document Deadline for Information Requests posted in the Reference Area of this web site.
We know that most schools and some libraries close or reduce service hours during the summer months. Therefore, during the summer period from Friday, May 24, 2002 through Friday, September 6, 2002, we will enforce deadlines for receipt of information only after we make a successful two-way contact with the applicant's contact person or other person designated by the contact person. We will attempt to make this two-way contact both by the preferred mode of contact and by telephone. If we are unable to make a successful two-way contact during this period - or if appropriate staff who can provide the necessary information are unavailable - we will send a fax to the
View Forms
Enter Keyword
Get the most out of your search query by viewing Search TIPS!

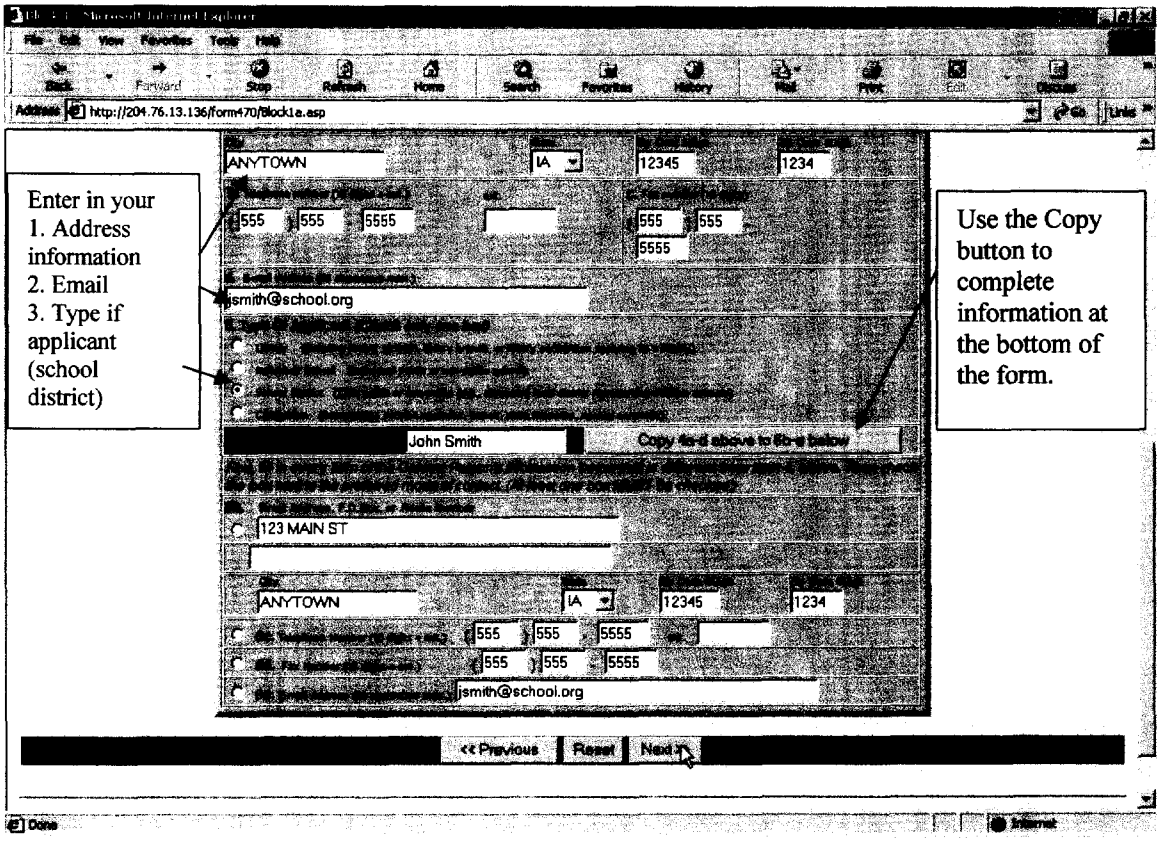

http://www.sl.universalservice.org/menu.asp
SLD Home
Site Map
Search Site
Contact SLD
Apply Online - Form 470 & 471
Schools and Libraries Division
Do you think your school or library is eligible for SLD assistance? Check the Reference Area of this Web Site for detailed program application information. In this area you can file an application or continue with an incomplete application. Complete the forms, print them out and follow the directions for submission.
Caution: Do not use your browser 'Back' and 'Forward' buttons to navigate through this Web Site. The 'Enter' key also should not be used. Use only the buttons located on the SLD Web Pages.
For guidance on how to navigate through the online Form 471, please see our Form 471 Online Navigation Guide.
Form 470
Description of Services Requested and Certification Form
Form 471
Services Ordered and Certification Form
Utilities
Select the "Create/Submit" button to the right.
470 Create New | 470 Search Posted | 470 Continue


SLD Home
Site Map
Search Site
Contact SLD
Schools and Libraries Service Program
Description of Services Requested and Certification Form
New Form 470 Application
Be sure to review the Form 470 Instructions, available in the Applying for Discounts: Step-by-Step Section of the SLD Web Site (www.sl.universalservice.org/apply.asp). And remember, if you need additional help while you are filing your Form 470 online, click on the "Help" button in the upper right hand corner of each screen.
Attention MAC Users! If you are using Internet Explorer to access the online forms, you may have to double click the navigation buttons.
Enter Zip Code or Entity Number and Click Next:
Zip Code:
OR
Entity Number:
<< Previous
Next >>
Questions about the SLD Program? Call our Client Service Bureau at (888) 203-8100
Please direct site questions and comments to: comments@universalservice.org
Universal Service Administrative Company - SLD
Copyright 2000 USAC
All Rights Reserved
1 a. Enter your Zip Code
OR
1 b. Enter your Entity Number. If you do not have an entity number you will need to call 1-888-203-8100.
Once completed with 1a or 1b, click "Next"



Print <u>each page</u> of the application as you complete it online before selecting "Next" to move to a new screen.

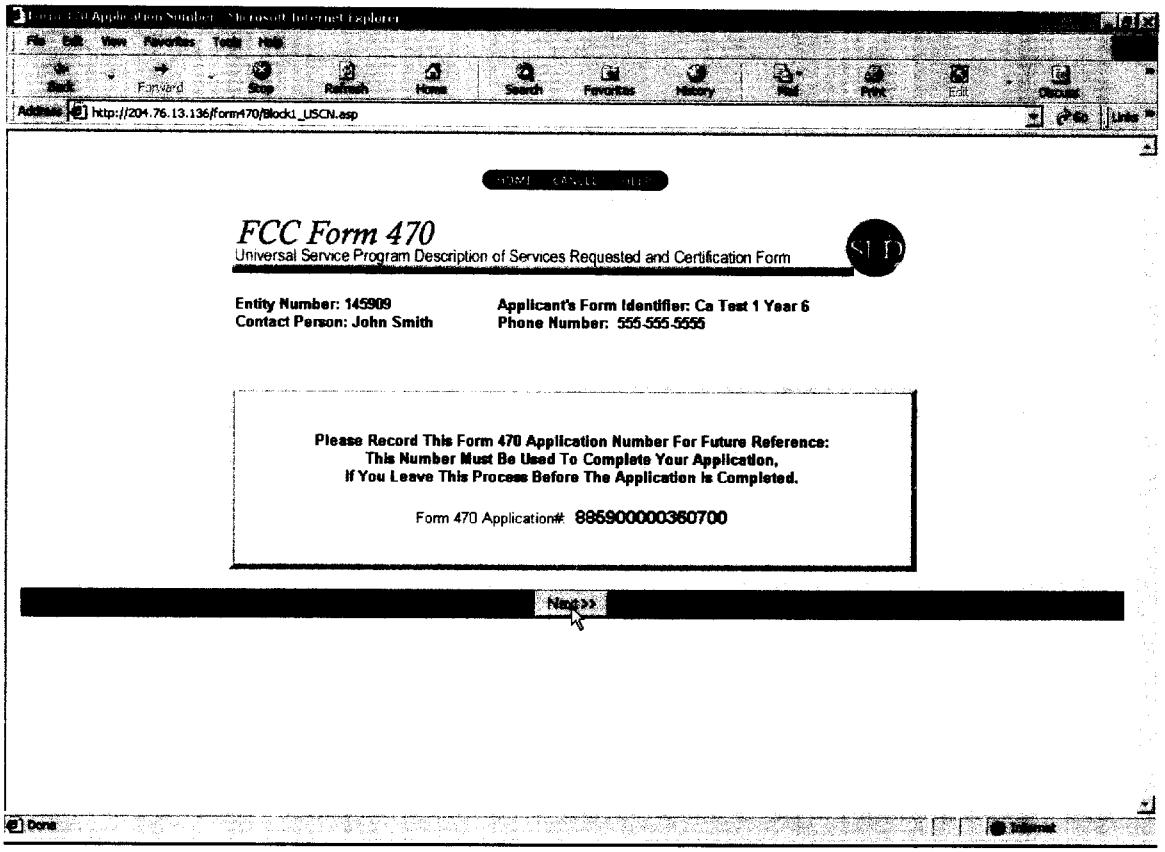

Ensure this is the correct funding year.
http://204.76.13.136/form470/Block1a.asp
Please read instructions before beginning this application.
(To be completed by entity that will negotiate with Providers.)
Applicant's Form Identifier:
(Create your own code to identify THIS Form 470)
Ca Test 1 Year 6
Form 470 Application #:
(To be inserted by Fund Administrator)
Year 2003: 07/01/2003 - 06/30/2004)
123 MAIN ST
ANYTOWN
IA
12345
1234
555
555
5555
555
555
5555
jsmith@school.org
John Smith
Done



Once you have entered the information, print the page shown below and put it in your E-rate binder. Make it your practice to print and file ALL pages of your E-rate application

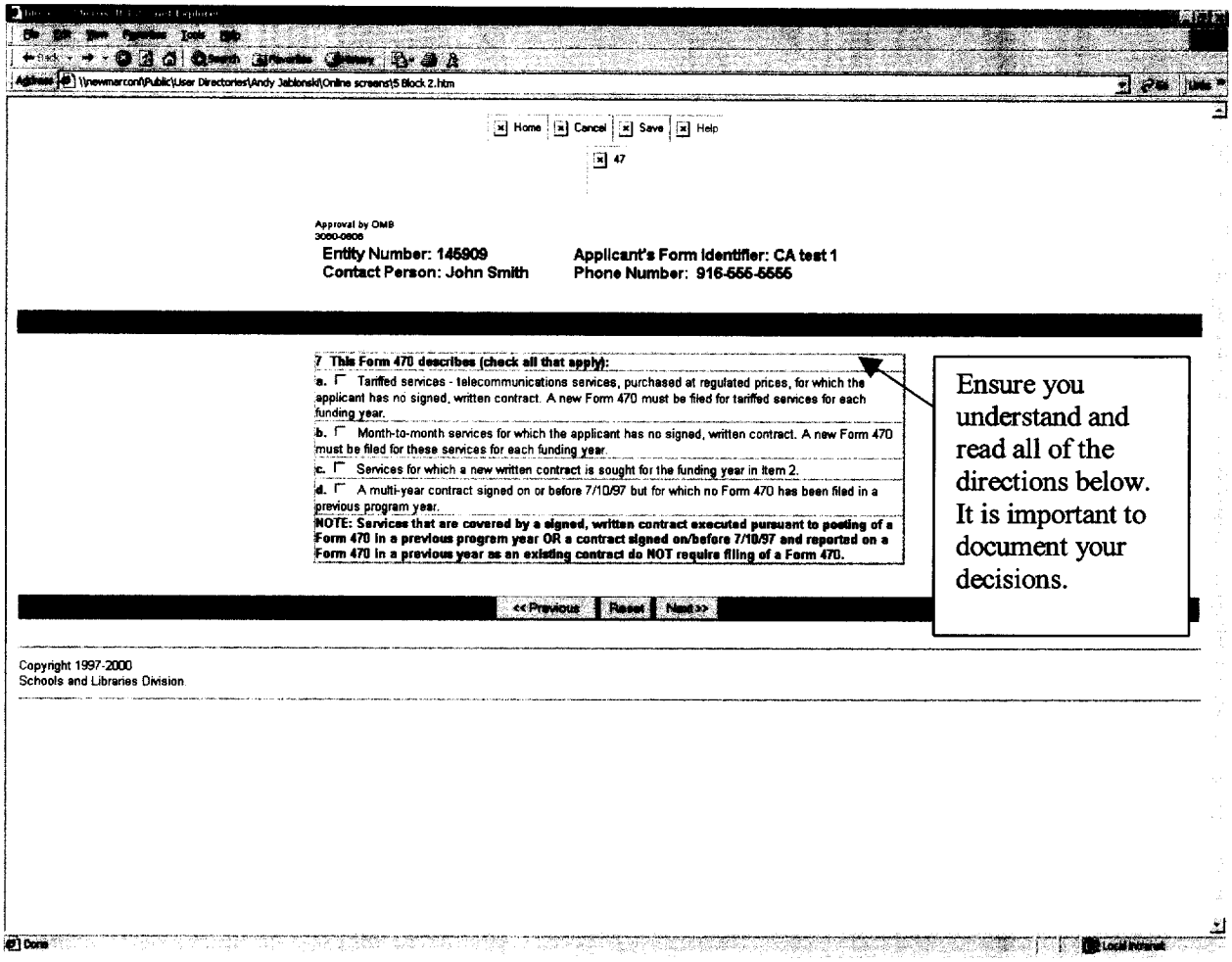
Districts typically check Item 6e, Email for documentation purposes)

Click "Next" to continue with your application. (Note: Specify the form of communication you recommend.)

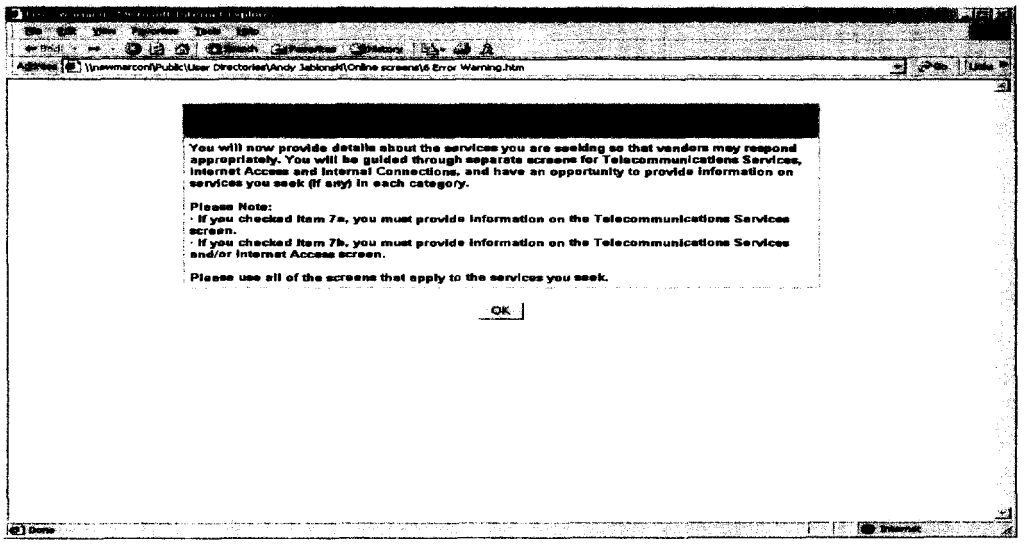


Print and file this page. You will need to refer to this number later

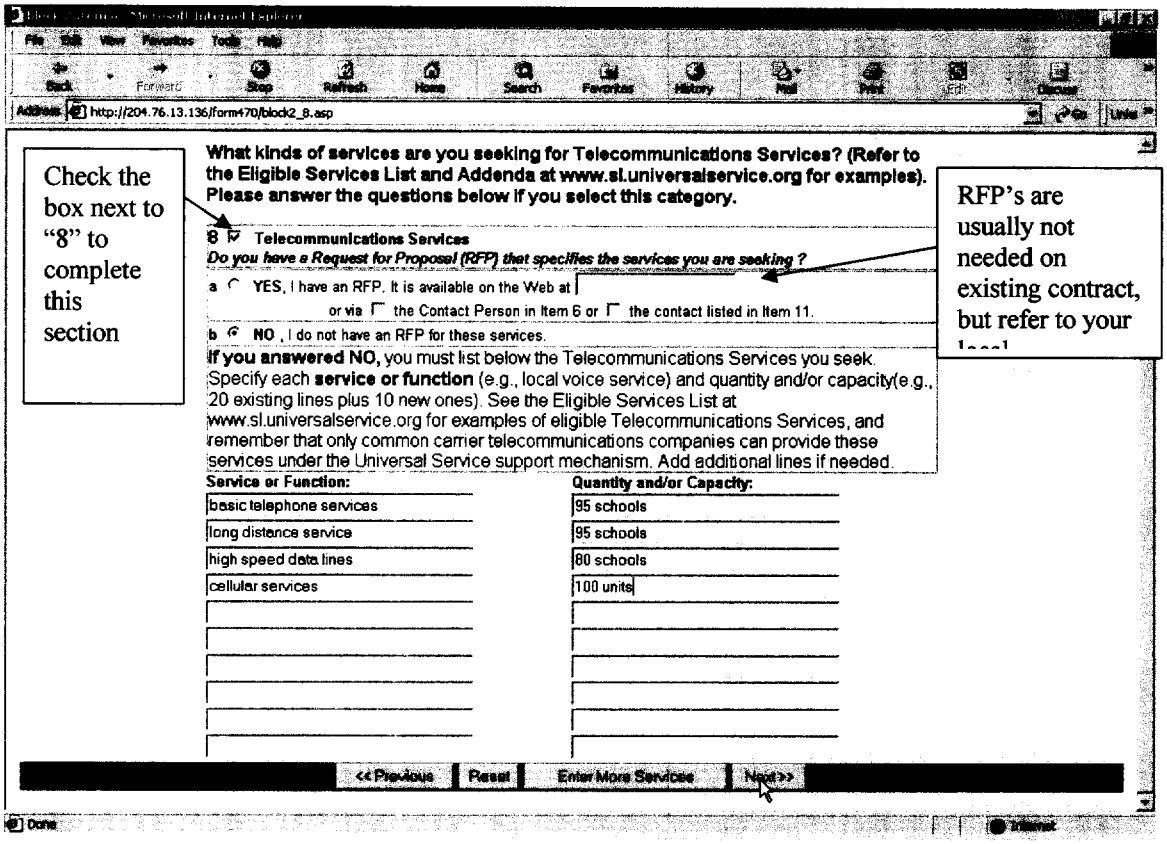
Block 2-#7



- 7a. Tariff services - Check Item 7a if you receive tariff services. If you are on-tariff, it may be more cost effective to not be on-tariff and take advantage of education institution discounts that are available for districts in California. (See reference on the CD).
- 7b. Month-to-Month - If you are on the CALNET contract, do not check this box. Cell phones and pagers may be month-to-month services.
- 7c. New contract is sought. (If your contract has expired or if you are going to terminate your current contract and initiate a new contract, this box is recommended. Therefore you are currently on the State Calnet contract, and have not applied for E-rate, this box would be appropriate to check. Or you can apply for an additional year on an existing contract.)
- 7d.Multi-year contract. (note: A contract signed on or before 7/11/97, and you filed a 470 during that year of E-rate). Click OK.


\\newmarconf\Public\User Directories\Andy Jablonski\Online screens\6 Error Warning.htm
You will now provide details about the services you are seeking so that vendors may respond appropriately. You will be guided through separate screens for Telecommunications Services, Internet Access and Internal Connections, and have an opportunity to provide information on services you seek (if any) in each category.
Please Note:
· If you checked Item 7a, you must provide information on the Telecommunications Services screen.
· If you checked Item 7b, you must provide information on the Telecommunications Services and/or Internet Access screen.
Please use all of the screens that apply to the services you seek.
OK
Done

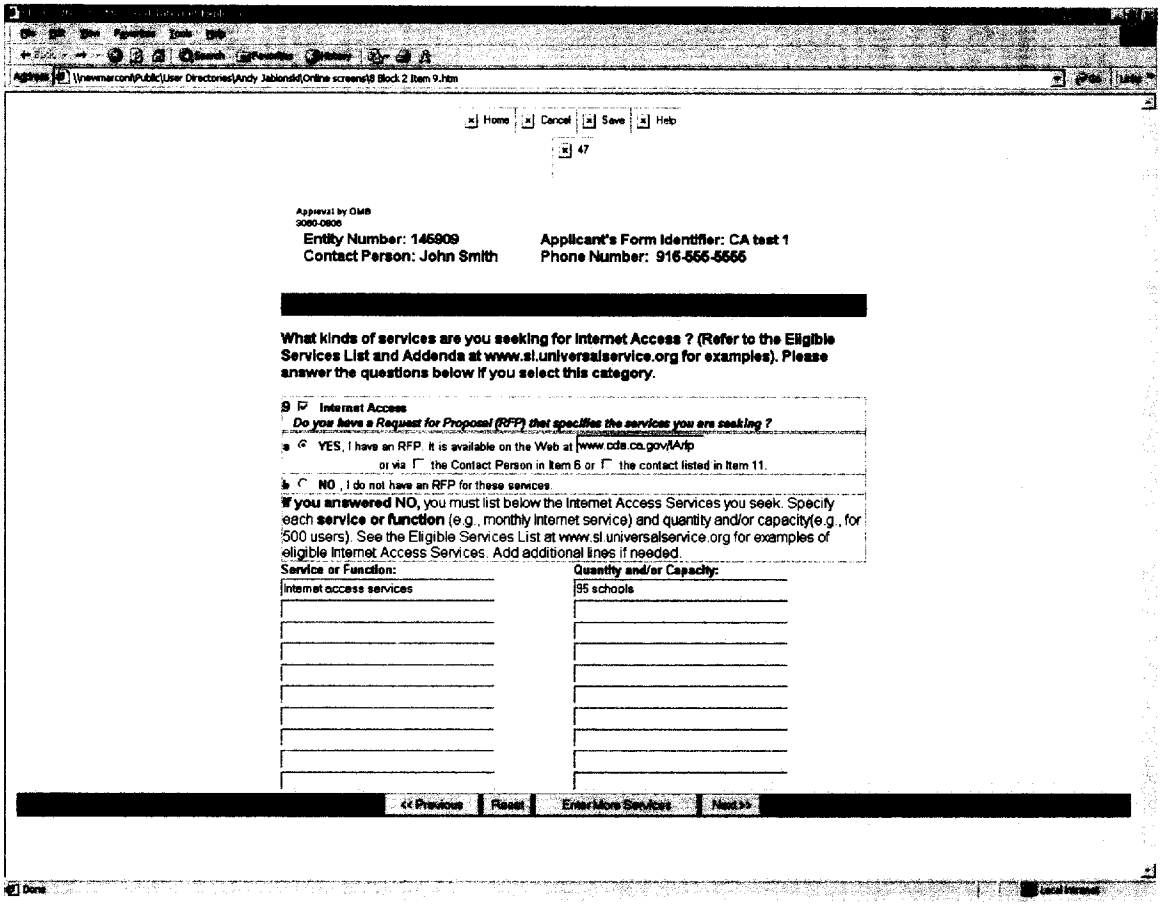
8. Telecommunication



For telecommunication services, check box 8. Whether or not you need an RFP depends on your district's purchasing practices or if your existing contract is expiring.

List all services that you may need, reference the Eligible Service list, and make the scope of services sufficiently broad so you have some flexibility between the Form 470 and Form 471 application process. Your technology plan must support the services in your E-rate application. **Make sure all services listed are on the SLD Eligible Services List (*http://www.sl.universalservice.org/reference/eligible.asp*)**

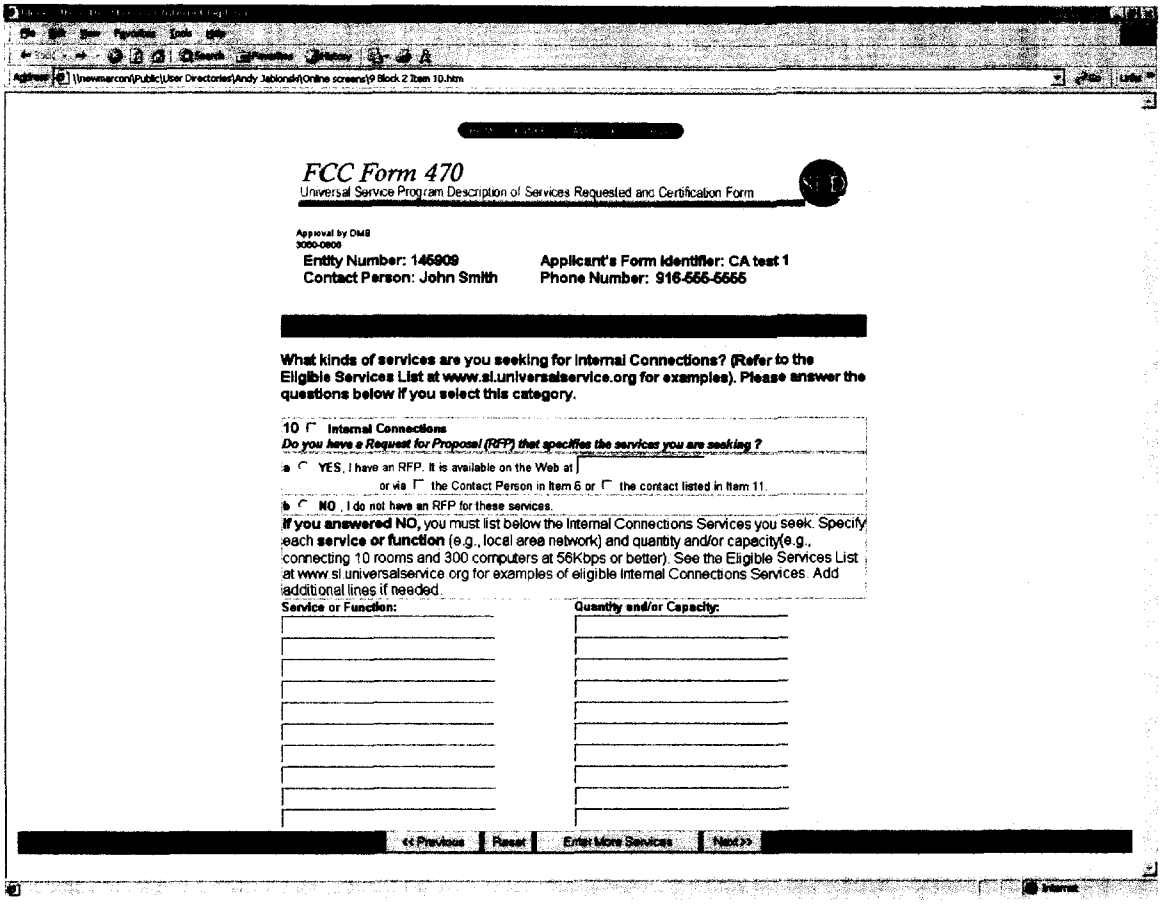
9. Internet Access



Internet access services are described in this section. Work with your technical staff, business office, and your Internet Service Provider (ISP) to determine if you have an existing ISP contract, or wish to seek a new contract. This will determine if you need an RFP for ISP services.

If you have any questions regarding DCP Internet services, contact your DCP Liaison (www.cenic.org/DCP_npl.html)

10. Internal Connections - (This category of E-rate discountable services will be governed by local procurement rules and policies.



Block 2, Item 10. Check the box is you are requesting discounts for internal connections.

Block 2, Item 10a. Check yes, if you have an RFP, RFI available on the Internet, enter the Web page address in the space provided. If your request is not available on the Internet indicate the person to contact.

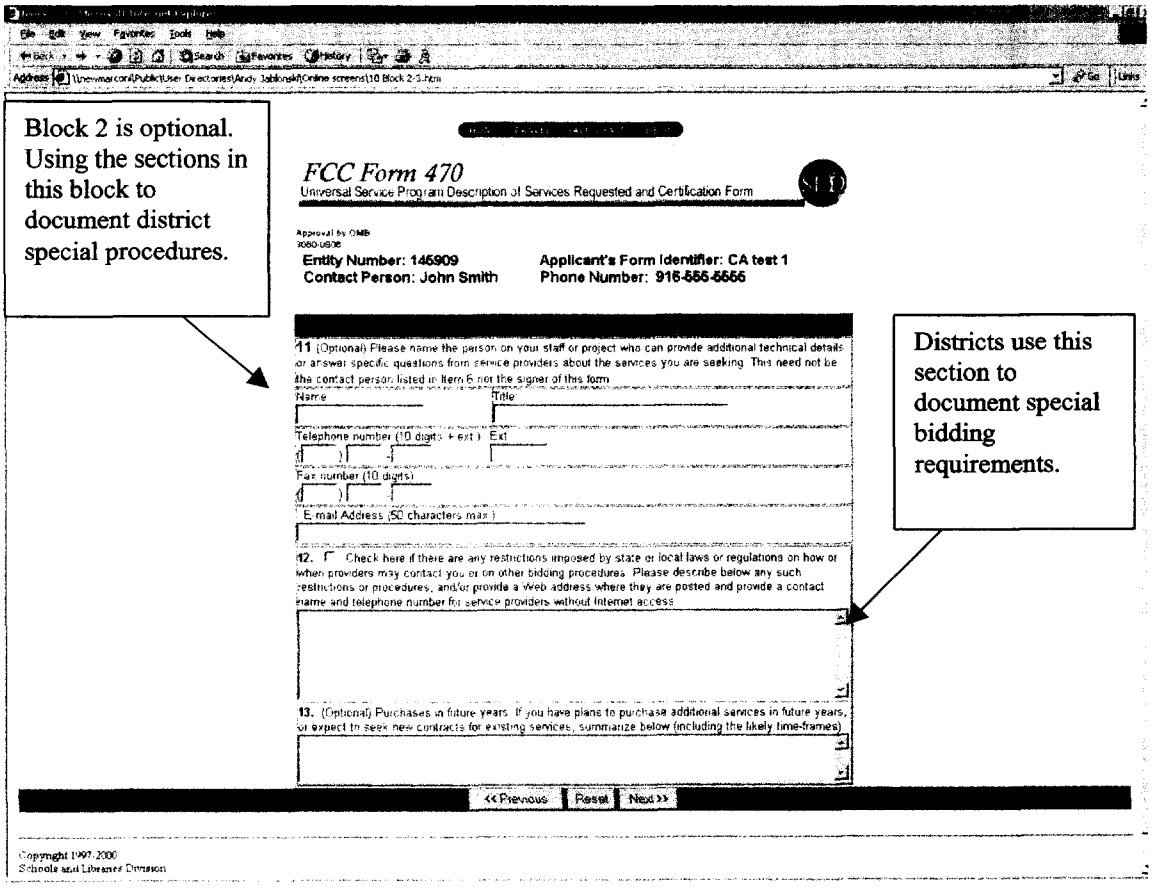
Block 2, Item10b. Check "B-No" if you do not have an RFP. List the product/services you are requesting using the SLD Eligible Services. Make sure you define the list of services/products broadly so to allow for flexibility in the Form 471 process. It is recommended you use Block 2, Item 12 for additional contracting details, etc, if you select 10b.

Block 2, 11-13 Optional areas to complete. You may want to use this section to:

A. Describe local procurement requirements and your purchasing office requirements do help vendor respond to the request (e.g., CMAS vendors, Web location, etc.)

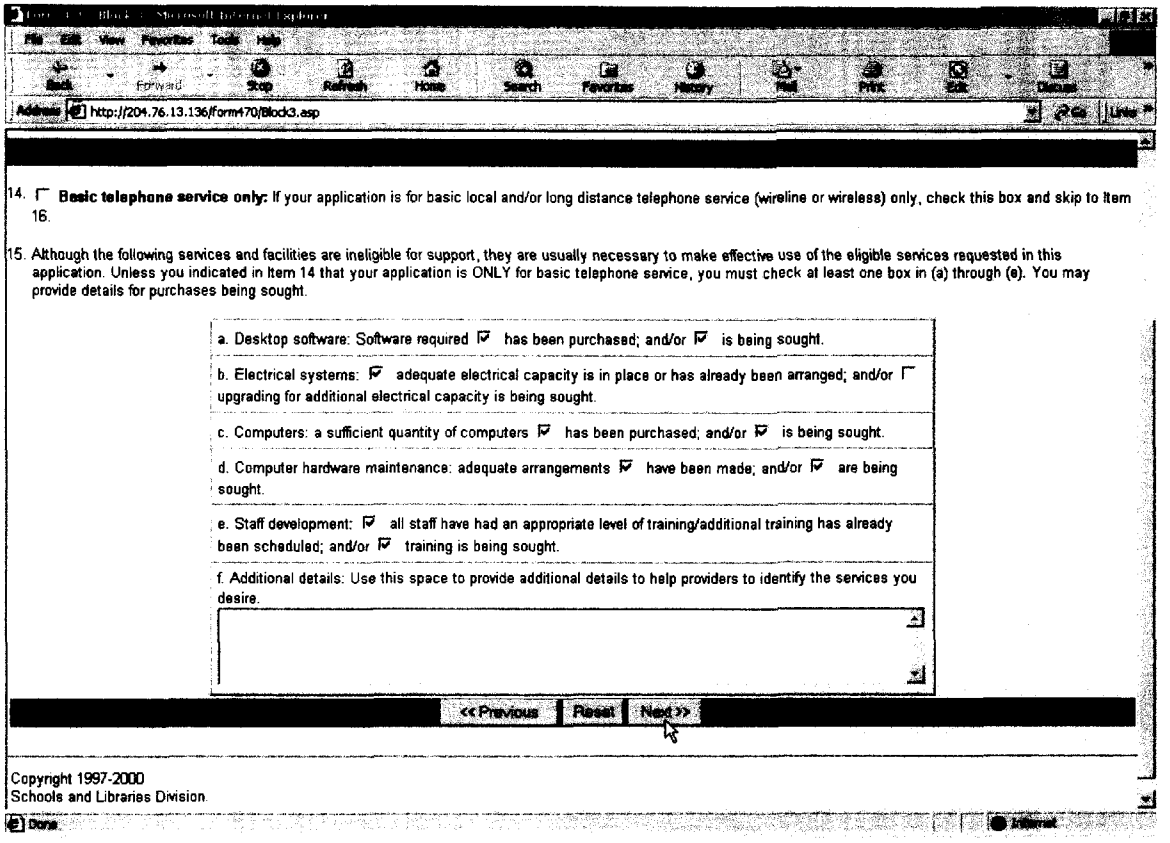
B. Refer to contract code

C. Detail any local rules or state Education Code.



Block 2, Item 13. Most districts leave blank.

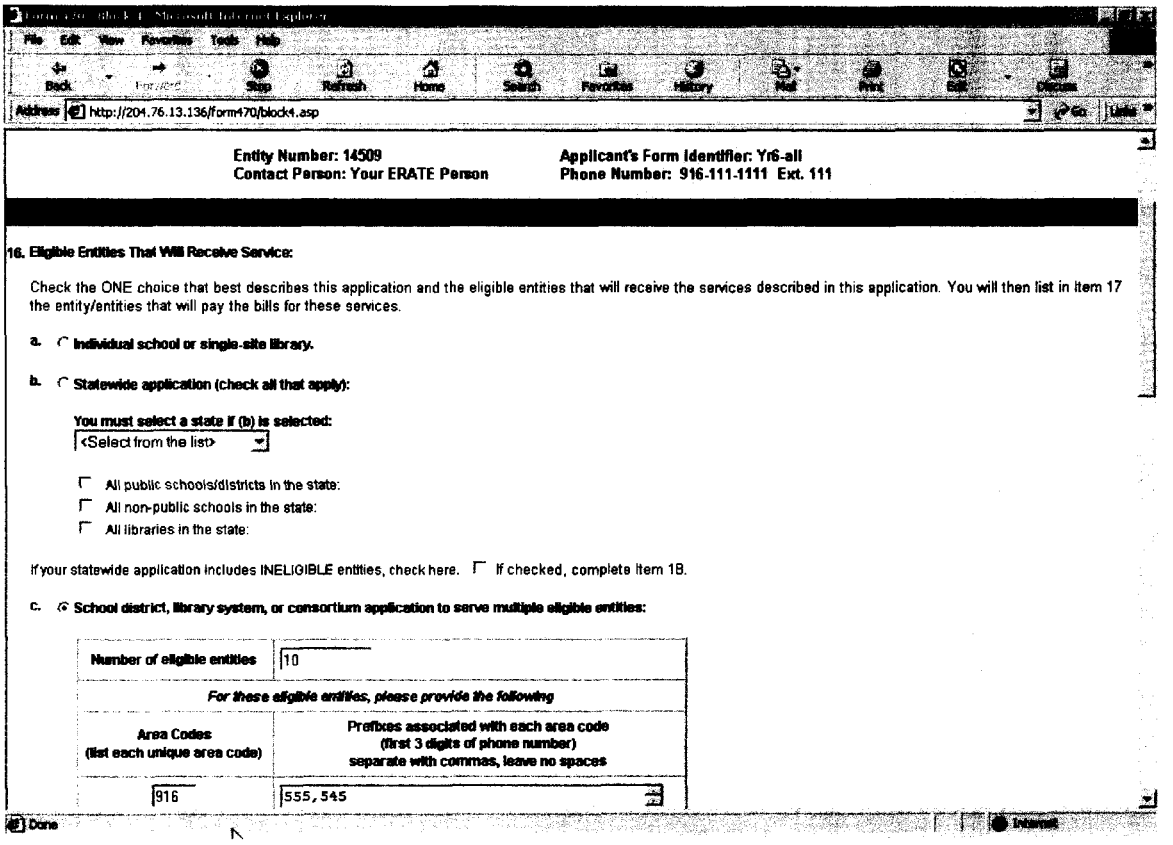
Block 3



Block 3, Item 14: Check box 14 if you are applying for ONLY basic telephone and long distance services. You must complete Item 15 if you are applying for any other services.

Block 3, Item 15: Check all buttons (a-e) that apply. A conservative approach is to check all boxes. Use section "F" for any additional details or special notes.

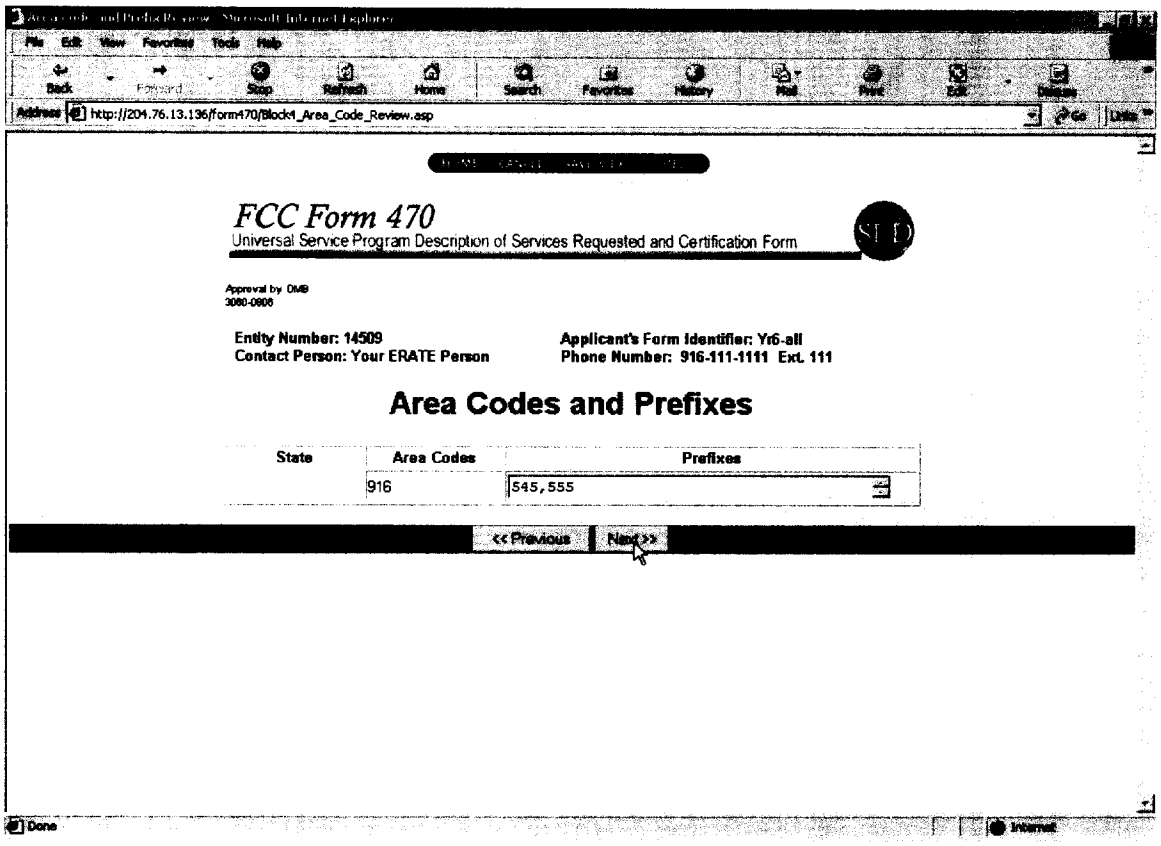
Block 4



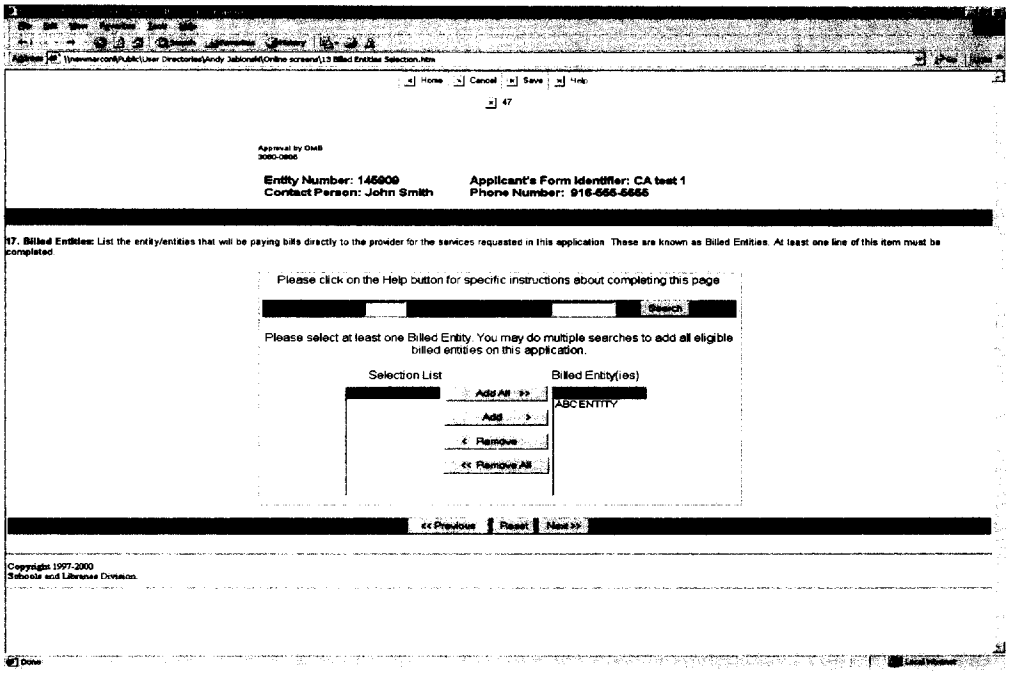
Block 4, Item 16: Select "C" for your school district application. You may select "A" if you are an individual school applying. It is suggested that you apply as a district, even if only one school wants the service, just enter "1" as the number of eligible sites.

It is important to complete the information in section "C" with: Number of School Sites, Area Code, and Prefixes associated with your schools.
Note: Do not check 16b, this does not apply to any district.

After completing the previous screen, you will select "Next", then verify the information below and then select "next" again to complete the form.


http://204.76.13.136/form470/Block1_Area_Code_Review.asp
FCC Form 470
Universal Service Program Description of Services Requested and Certification Form
Approval by OMB
3060-0806
Entity Number: 14509
Contact Person: Your ERATE Person
Applicant's Form Identifier: Yr6-all
Phone Number: 916-111-1111 Ext. 111
Area Codes and Prefixes
State
Area Codes
Prefixes
916
545, 555
<< Previous
Next >>
Done

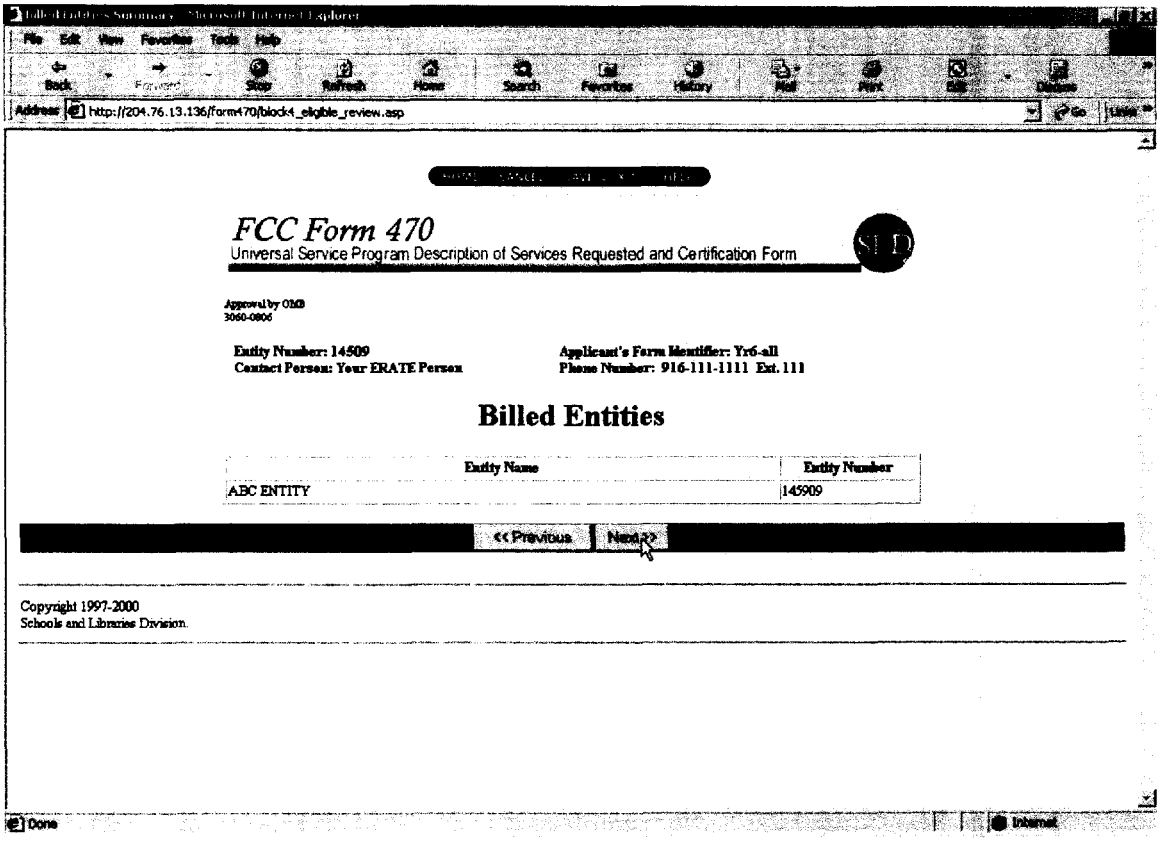
17. Billed Entities



This page refers to the entity that is legally required to pay bills and has the legal right to enter into contracts. The school district office will typically be the Billed Entity.

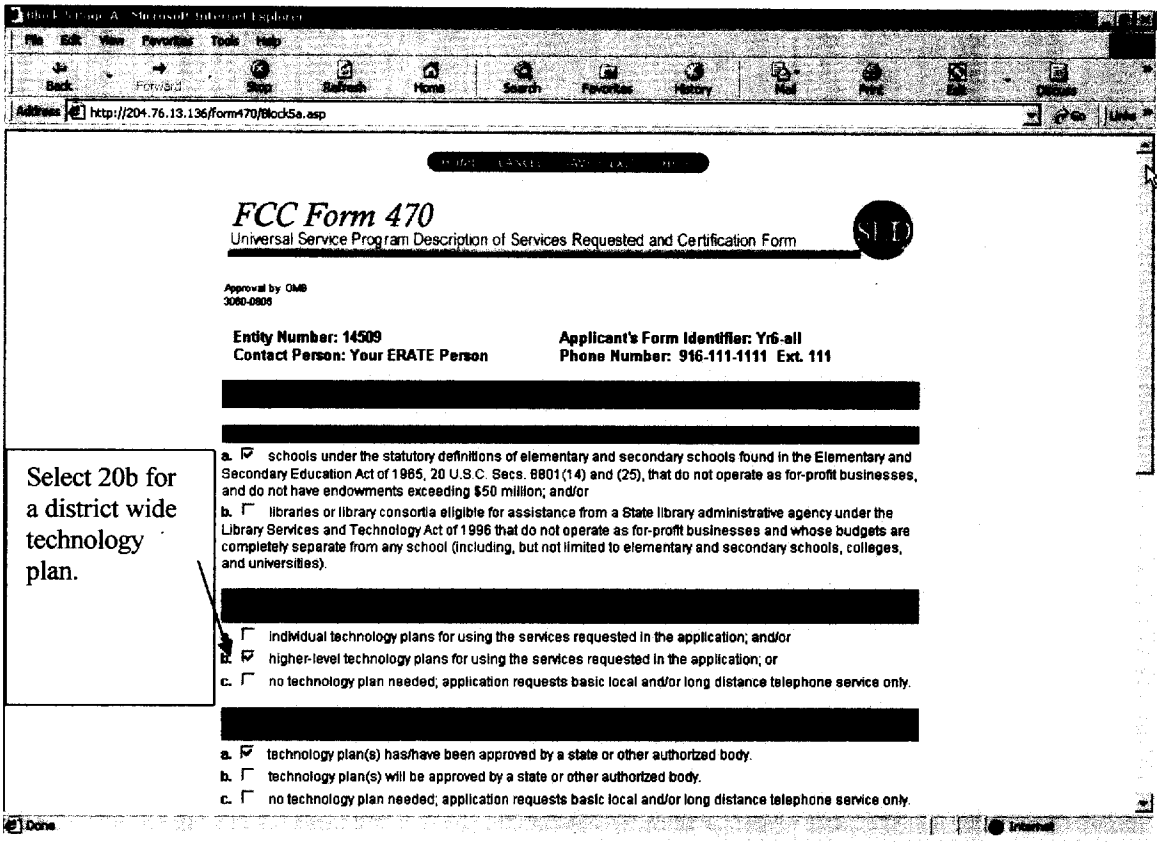
(Note: Make sure the school district office is aware of this agreement and all mail from the SLD gets to the responsible E-rate person in your district.)

After selecting "Add" for all of the schools in your district that you are applying for, you will select "Next". Note: Charter/private schools will use the school if they are not associated with a school district or county office of education.

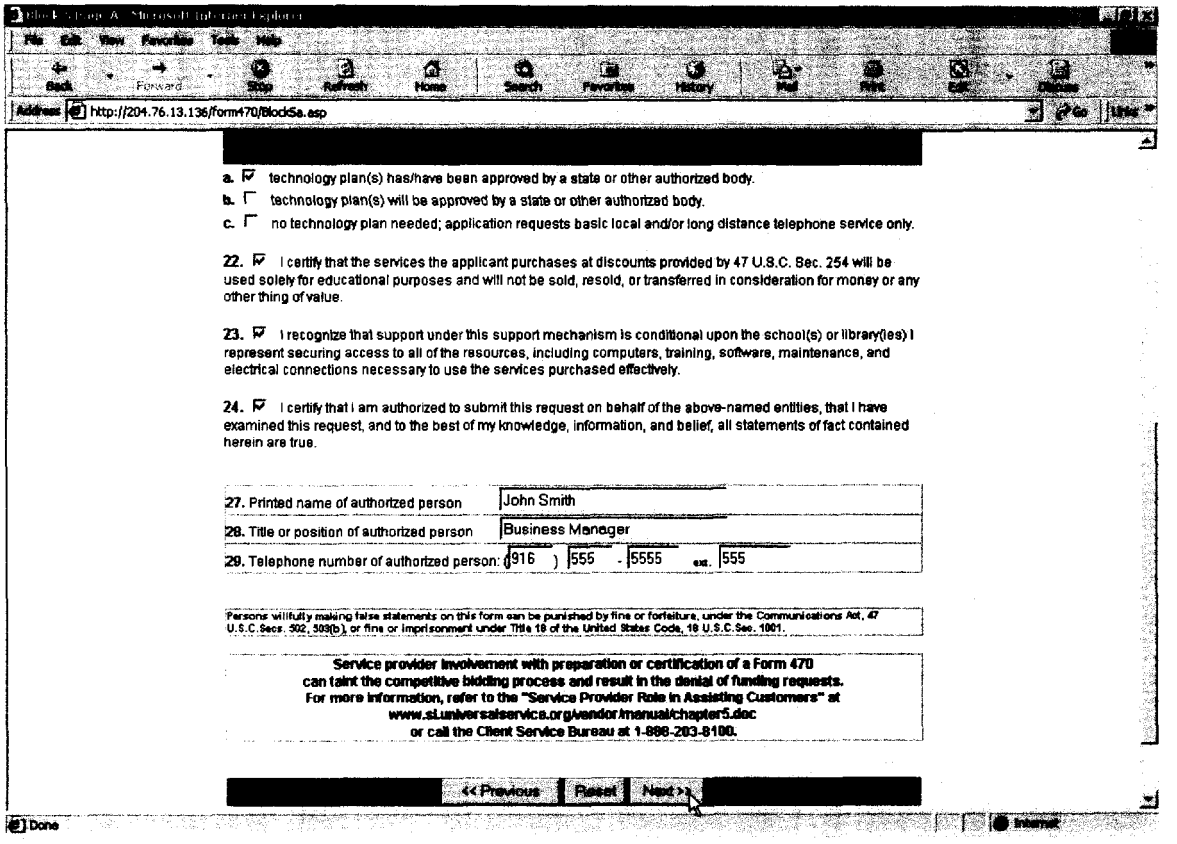


Verify the entity name and number at this point, and then select "Next" to continue with your application.

Block 5



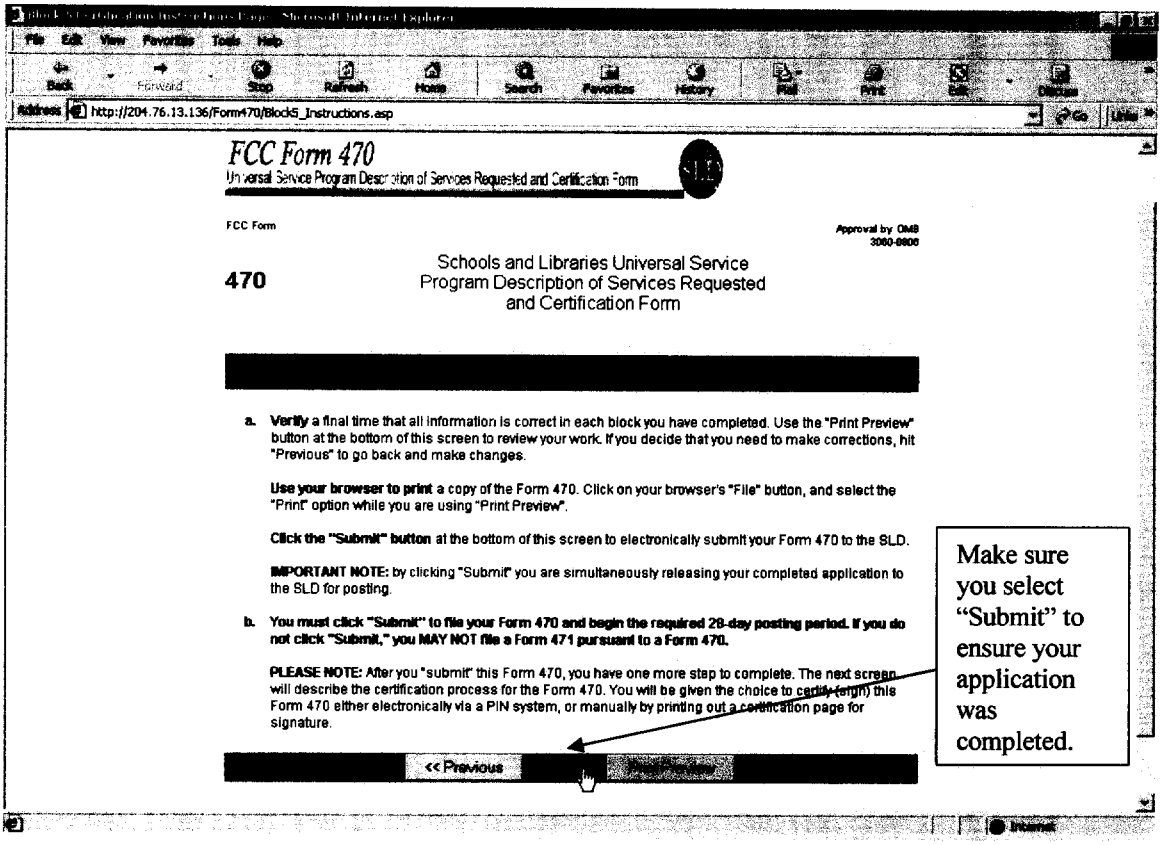
Select 20b for a district wide technology plan.



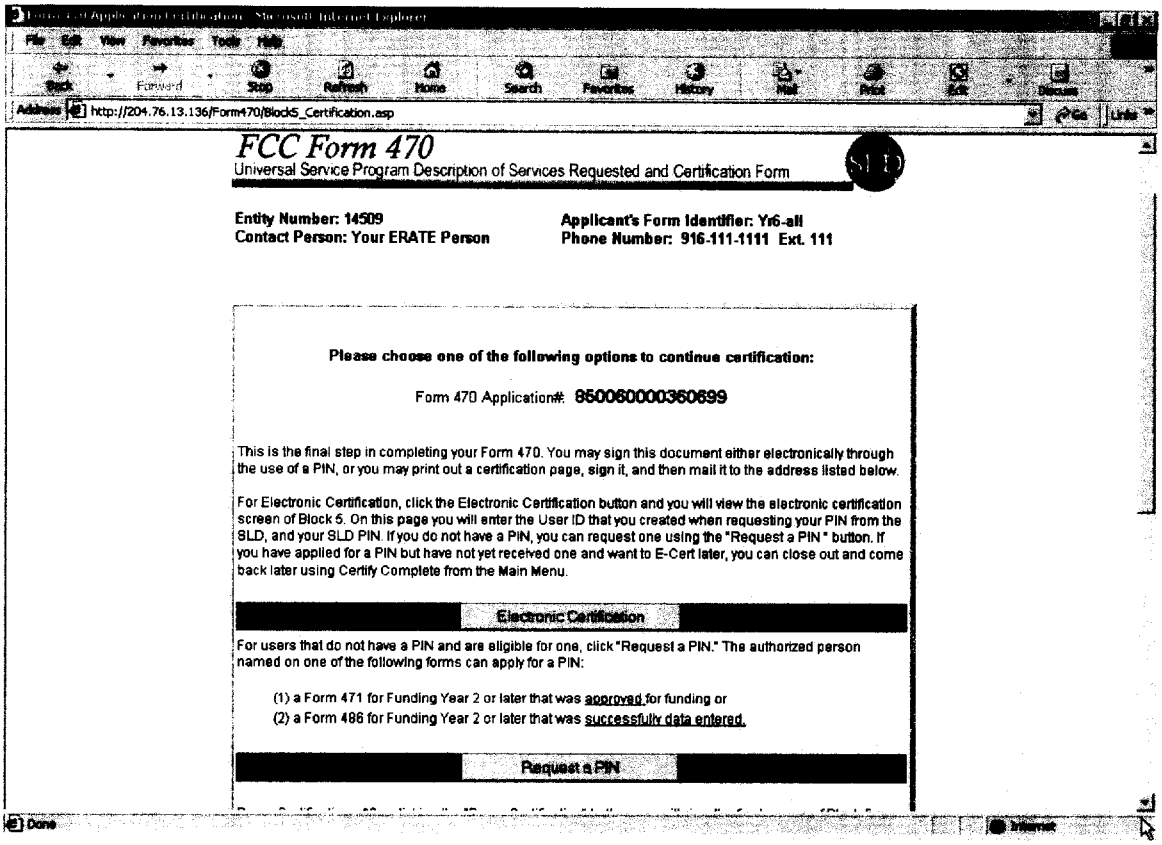
- The two previous screens are the final page of your Form 470 application. It is important that you read each section and understand what you are signing in the agreement. The person signing the form must have signing authority for the entity (e.g., superintendent, business officer, etc.)
- It is important to know the status of your technology plan approval and your Children's Internet Protection Act (CIAP) compliance.

Block 5, Items 20-24:

- Item 20b is typical for a district wide technology plan. You can check A & B if you have a site plan and a district plan.
- Item 21c is appropriate if you are only applying for basic phone services (local phone service and long distance).
- Item 22-24 states that you agree to the terms of the application process and procedures.
- Item 27, 28, 29. Person who is filling out the form is the person that is authorized to submit and confirm its accuracy. ***Vendors providing the service/product cannot sign the Form 470 for the entity. You risk losing E-rate funding if a vendor/service provider files the Form 470 for you.)***



Once you have read the above information, select "Submit". ***NOTE: This is important to select Submit, otherwise your application will not be complete, and you will not be eligible to receive any funding.***



FCC Form 470

Universal Service Program Description of Services Requested and Certification Form

Entity Number: 14509
Contact Person: Your ERATE Person

Applicant's Form Identifier: Yr6-all
Phone Number: 916-111-1111 Ext. 111

Please choose one of the following options to continue certification:

Form 470 Application#: **850060000360699**

This is the final step in completing your Form 470. You may sign this document either electronically through the use of a PIN, or you may print out a certification page, sign it, and then mail it to the address listed below.

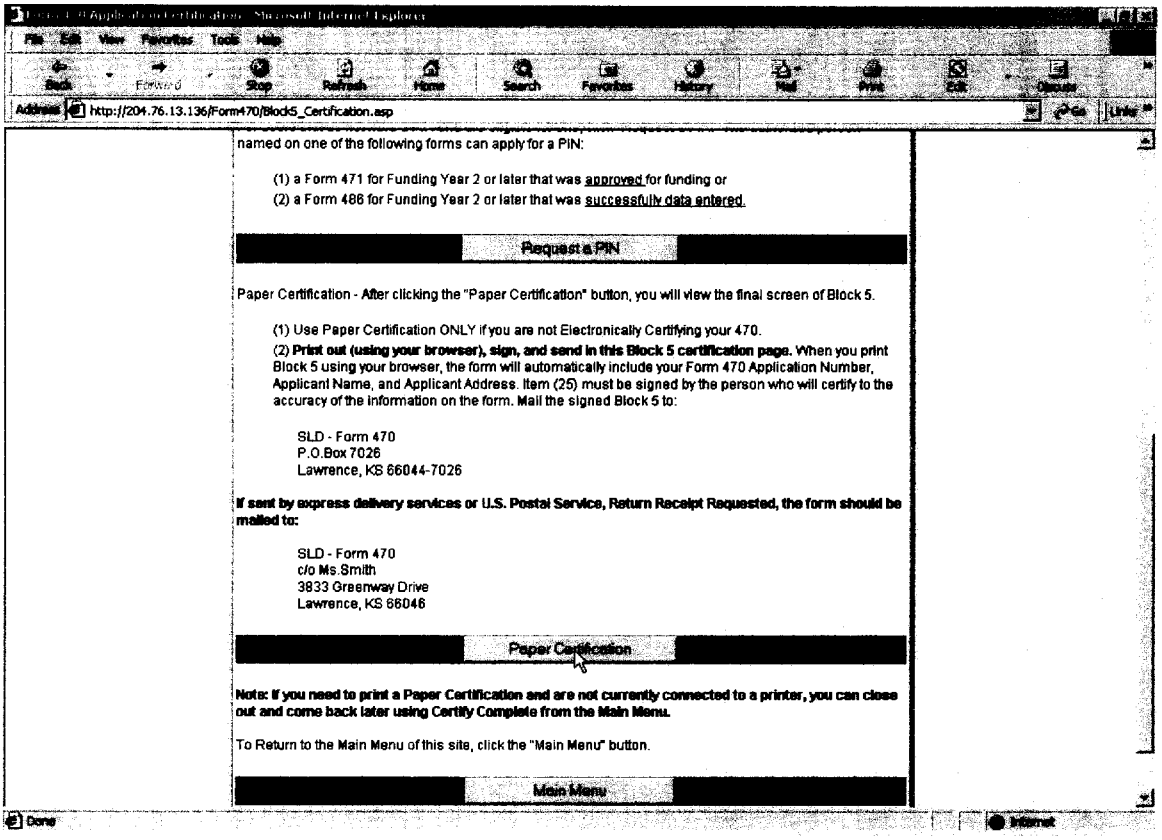
For Electronic Certification, click the Electronic Certification button and you will view the electronic certification screen of Block 5. On this page you will enter the User ID that you created when requesting your PIN from the SLD, and your SLD PIN. If you do not have a PIN, you can request one using the "Request a PIN" button. If you have applied for a PIN but have not yet received one and want to E-Cert later, you can close out and come back later using Certify Complete from the Main Menu.

Electronic Certification

For users that do not have a PIN and are eligible for one, click "Request a PIN." The authorized person named on one of the following forms can apply for a PIN:

(1) a Form 471 for Funding Year 2 or later that was approved for funding or
(2) a Form 486 for Funding Year 2 or later that was successfully data entered.

Request a PIN



named on one of the following forms can apply for a PIN:

(1) a Form 471 for Funding Year 2 or later that was approved for funding or
(2) a Form 486 for Funding Year 2 or later that was successfully data entered.

Request a PIN

Paper Certification - After clicking the "Paper Certification" button, you will view the final screen of Block 5.

(1) Use Paper Certification ONLY if you are not Electronically Certifying your 470.
(2) **Print out (using your browser), sign, and send in this Block 5 certification page.** When you print Block 5 using your browser, the form will automatically include your Form 470 Application Number, Applicant Name, and Applicant Address. Item (25) must be signed by the person who will certify to the accuracy of the information on the form. Mail the signed Block 5 to:

SLD - Form 470
P.O.Box 7026
Lawrence, KS 66044-7026

If sent by express delivery services or U.S. Postal Service, Return Receipt Requested, the form should be mailed to:

SLD - Form 470
c/o Ms.Smith
3833 Greenway Drive
Lawrence, KS 66046

Paper Certification

Note: If you need to print a Paper Certification and are not currently connected to a printer, you can close out and come back later using Certify Complete from the Main Menu.

To Return to the Main Menu of this site, click the "Main Menu" button.

Main Menu